

INDIANA NEIGHBORHOOD STABILIZATION PROGRAM

Project Application Checklist

(Please complete the list below to identify where you have addressed the various criteria from the RFP in your application. Please ensure your application is page numbered to aid referencing.)

Components To Include		Page Nos.
1	Has a clear business case been stated? <i>(Business Case = the fundamental reason for undertaking a project. It is the reasoning behind carrying out the activity)</i>	
2	Is the target area clearly described? <i>(Target area should be a distinct neighborhood not a whole town)</i>	
3	Has the problem in the neighborhood been described and understood? <i>(What is the history that has caused this and why was this area chosen?)</i>	
4	Describe how this is considered an area of greatest need by IHCD <i>(Evidence of this need includes rate of foreclosures, etc)</i>	
5	Has the impact of the project been described? <i>(What will the target area look like if the project is successful?)</i>	
6	Has the impact of the project been outlined in metrics that allow the level of impact to be measured? <i>(IHCD need to be able to measure the effect that the project has in both quantitative and qualitative terms)</i>	
7	Has the comprehensive plan for the area been referenced? <i>(This is to provide coherency of how this project fits into the area-wide strategy?)</i>	
8	Has a description been included of the activities the project will undertake? <i>(What will the funding pay for?)</i>	
9	Have you demonstrated how this project provides good value for money? <i>(Think in terms of cost control and how the need for future interventions can be prevented)</i>	
10	Has an explanation been given of the scalability of the project? <i>(Is the full sum of funding required or could part of the impact still be delivered if a reduced sum were available?)</i>	
11	Has an explanation of the organization's capacity to deliver the scale of this project been provided? <i>(Are the skills and experience in-house or available through partnerships?)</i>	
12	Is the 'readiness to proceed' fully outlined? <i>(When can the project start, and how soon will it begin to impact on the ground?)</i>	
13	How does the application meet the eligibility criteria for NSP funding? <i>(For entitlement cities, please include details of how this links or not with the local NSP program)</i>	

14	What will be the target group of population the project will impact? <i>(How will the project impact those in the <50% AMI bracket as well as others up to 120% AMI?)</i>	
15	How will the project ensure all funds are obligated in 18 months and spent within 4 years? <i>(Explain the risks inherent within your assumptions)</i>	
16	Have you explained how other funding streams will be layered with NSP and have you included the Budget Matrix? <i>(At what stage of commitment are these funds, and how much is being sought?)</i>	
17	How have you identified and proposed to manage the risks inherent within the project? <i>(What are the mitigation measures to reduce exposure and what are the contingency plans?)</i>	
18	Have clear milestones been included within an overall timeline for the project? <i>(Have milestones been included for each activity and clear explanation of how they have been determined?)</i>	
19	Have maps, photos, etc been included to provided additional evidence of need for the target area and to describe potential impact? <i>(Please ensure photos provide a view of properties in the context of the block and not simply of the individual lot)</i>	
20	Have you laid out the application in line with the instructions contained within the RFP? <i>(Specific requirements are given for sections to include and the length of narrative)</i>	

REQUIRED ATTACHMENTS:

Name of Attachment	✓
Two years financial statements for Not-for-Profit applicants (preferably audited)	
Resumes of key project staff of the primary organization and Development Team	
Comprehensive Community Plan	

(Add additional lines for any other documents, supporting evidence etc.)